

## CONSENT AGENDA ITEM IX.1

Date: February 10, 2010

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Item: **STAFF ACTIVITIES REPORT THROUGH JANUARY, 2010**

Background: The City Council will be provided with a Staff Activities Report at the first meeting of every month. The report will cover staff actions and updates on projects through the previous month.

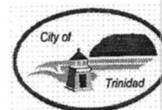
Changes from the previous report will be shown in ***bold italics*** so that the Council members can follow both the history of an activity and see the progress that has been made since the last Report.

The report concentrates on projects and is directly related to the Special Grant and Projects Budgets in the adopted City Budget. This month will also begin a monthly reporting on the rental activity at Town Hall for the previous month.

Staff Recommendation:

Receive and file the Staff Activities Report, or take whatever other action is deemed appropriate by the Council.

Attachments: Staff Activities Report through January, 2010.



## **STAFF ACTIVITIES REPORT**

Through January, 2010

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A Staff Activities Report is provided to the City Council at the first Council meeting of every month. Additions to the previous report will be indicated in ***bold italics***. Old information will be left on this report for several months and then removed or updated. This report is prepared by Steve Albright, City Manager, with input from staff members and contracted consultants.

The Staff Activities Report focuses on specific projects, the status of requests to the staff from the Council, and other ongoing items where progress can be reported. It is now being organized under the six primary City functions: City Administration; Police Department; Fire Department; Public Works Department; City water Department; and the City Cemetery.

### **City Administration:**

1. Second FY2010 Budget Amendment and supporting documentation. The first Budget Amendment was adopted in September, and the new Budget has been printed and distributed to the Council members. A copy is also available for review in Town Hall and is available for viewing on the City's web site. ***A proposed second mid-year Budget Amendment has been prepared and will be considered by the Council in February 2010.***
2. 2008-09 Annual Audit. ***Ralph Marcello from Marcello & Company was in Trinidad doing the field work for the annual audit (2008-09) during the week of January 18, 2009. Year-end financial statements were provided to him in advance by Cunningham, Malone & Morton, and staff assisted him during his week in Trinidad. The audit should be completed and provided to the City Council for consideration at the first meeting in March (3/10/10).***
3. City Web Site. Many hours have been spent to continue to update the City's new website. ***It remains a work in process, with most of the time now being spent in converting files electronically and up-loading then to the Documents Library on the website. Staff is still being trained in some areas regarding keeping the site up-to-date. Persons are encouraged to continue to make suggestions for improvements that will make the site user friendly and a resource for the community.***

4. Improvements to the City's filing/record-keeping system. *Town Hall records, and those that are in the storage facility at Trinidad School, will be purged and archived over the next few months. The City Clerk will also be compiling a database of the existing files to improve the ability to retrieve and use historic files.*
5. Creating a 5-year Capital Improvement Plan for the City of Trinidad. No action has been taken.
6. Tsurai Management Plan Implementation. There is no new information to report publicly on this process. The City Council will again be meeting in Closed Session to discuss the terms and conditions of a real potential real estate transaction. Any actions will be reported at the public meeting.
7. General Plan. *The Planning Commission has provided the Council a schedule for delivering General Plan Elements to the City Council over the next six months. The Land Use Element was presented to the Council in October. The Council agreed to have periodic additional monthly meetings to receive and discuss the elements of the Plan, but to date none have been scheduled. The new General Plan has been scheduled for Council adoption hearings in June, 2010, but to accomplish this a higher priority needs to be placed on Council and public review of the draft elements of the Plan. After Council adoption, the Plan then needs to be forwarded to the California Coastal Commission for consideration, and after that there will be conforming changes to the Zoning Ordinance*
8. On-Site Waste Water Treatment (OWTS) Ordinance. The City Council adopted the Ordinance on December 10, 2008. *In November, Planning Commission requested that a change in the OWTS Ordinance be made to make either the City Manager (administratively) or the City Council responsible for approving the implementation guidelines. An amendment to the Ordinance has been prepared to shift this responsibility to the Council. If this is approved in March 2010, then the Guidelines can be brought forward soon thereafter for consideration.*
9. Accessory Dwelling Unit (ADU) Code. The Planning Commission has completed its work on a proposed ADU Ordinance that would put the City of Trinidad in compliance with State requirements. The ordinance was referred to the City Attorney for review in early 2008. The Planning Commission has recommended that it be considered by the City Council, but that will not happen until the Council acts on the OWTS Ordinance. The proposed ADU Ordinance is on the City's website as a downloadable document for public review and comment.

10. Vacation Units Regulations. *The Citizens Advisory Committee on Vacation Dwelling Units has been formed and held their first meeting on January 28, 2010. Tom Davies was selected to Chair the Committee, and Jennifer Fraser is the Vice-Chair. The Committee established a series a meeting dates and a list of items to work on for the next meeting.. The goal was set to provide a final report with recommendations to the City Council by the end of June ors sooner, if possible.*

## ***Status of Grants and Funding Programs***

- ***Project Name: Gateway Project***  
***Source of Funds: CA State Transportation Improvement (STIP)***  
***Amount of Funding: \$145,000***  
***Local Match/Source: Prop 1B funds***  
***Status: Environmental Complete, Design Complete, Construction in 2010***  
***Construction Authorization submitted to Cal Trans***
- ***Project Name: Main and Trinity Safety Improvements***  
***Source of Funds: Federal High Risk Rural Road Funds (HR3)***  
***Amount of Funding: \$360,000***  
***Status: Environmental Complete, Design Complete, Construction in 2010***  
***Construction Authorization submitted to CalTrans***
- ***Project Name: Original Library/Museum Improvement Project***  
***Source of Funds: Federal Transportation Efficiency Act***  
***Amount of Funding: \$260,000***  
***Note: Only approximately \$45,000 of the original funding was deemed "eligible" and the project was then funded by other sources.***  
***Status: Project Complete, Reimbursement Pending***
- ***Project Name: New Library/Museum Road***  
***Source of Funds: CA State Proposition 1B***  
***Funding Amount: \$100,000***  
***Status: Road Open, Project 80% Complete***  
***Completion to occur in February with curb/gutter/paving along Patrick's Point Drive***
- ***Project Name: Library Museum Project Access Improvements***  
***Source of Funding: American Recovery and Reinvestment Act (ARRA)***  
***Amount of Funding: \$186,000***  
***Status: Environmental Complete, Design Complete, Construction in 2010***  
***Construction Authorization completed, Bid to be announced on February 21, 2010***



- **Project Name:** Azalea and Pacific Streets Reconstruction  
**Source of Funds:** CA State Transportation Improvement (STIP)  
**Amount of Funding:**  
**Status:** Environmental in Process
- **Project Name:** Energy Efficiency and Conservation Block Grant (EECBG)  
**Source of Funding:** American Recovery and Reinvestment Act  
**Amount of Funding:** \$25,000  
**Status:** Grant Application was submitted by 1/15/10
- **Project Name:** North Coast Energy Independence Program  
**Source of Funds:** State Assembly Bill 811 Authorization  
**Amount of Funding:** N/A, Loan Program to Property Owners  
**Status:** Program/Rules being established
- **Project Name:** Safe Drinking Water Revolving Fund (SDWSRF)  
**Source of Funds:** State Department of Public Health, Revolving Loan Fund  
**Amount of Funding:** Undetermined  
**Status:** Application to be submitted by February 4, 2010
- **Project Name:** Turbidity Meter  
**Source of Funding:** CA State Proposition 50  
**Amount of Funding:** \$60,000  
**Status:** Letter of Commitment from State in 2008; contract incomplete due to funding freeze. Start date undetermined
- **Project Name:** Drainage Improvements (ASBS Project)  
**Source of Funding:** CA State Proposition 84  
**Amount of Funding:** \$2,500,000  
**Status:** Pending due to State funding freeze.
- **Project Name:** Trinidad Pier Reconstruction (ASBS Project)  
**Source of Funding:** CA State Proposition 84  
**Amount of Funding:** \$2,500,000  
**Status:** Pending, due to State funding freeze.

## Police Department

1. Monthly Statistics and Financial Report. The Police Chief is emailing to the staff and Council a weekly report on statistics related to operations of the Trinidad Police Department. Other specific information will also be provided to the Council by the Police Chief on a periodic basis as needed. The Police Chief also frequently distributes Press Releases regarding Department actions.

2. Public Safety. *Regarding traffic safety issues on Trinity and Edwards Streets, Police Chief Thrailkill presented recommendations along with a report from Winzler & Kelly at the January City Council meeting. The Council acted on some of the recommendations, and those changes will be made when weather permits. Still, this has not addressed multiple safety concerns by the residents, and so the topic will again be on the Council's agenda for discussion in February.*
3. Staffing *The Department has advertised again and has begun recruiting for another Reserve Officer.*
4. Emergency Services: The Police Department installed an emergency phone at its location on Trinity Street. This phone is a direct-dial for persons who have true emergencies and attempt to reach the Police Department in person during off-office hours.

## Fire Department

1. Sign: A new "Trinidad Volunteer Fire Department" sign has been placed above the entry to the Fire Station. The sign was donated.
2. Vehicle Sale. *The Department's old rescue vehicle has been declared surplus by the Council. Fire Chief Tom Marquette attempted to get the vehicle to another volunteer fire department, but that did not happen. The vehicle has been sold to a private party who paid \$1,000, and it was desirable to dispose of it while it was still in running condition.*

## Public Works Department

1. PROP 1B Streets and Safety Maintenance Projects. Public Works staff has compiled a number of potential projects to expend the funds in this grant that were appropriated for street maintenance and safety projects. Those fund should be expended by 6/30/10.
2. Trash Cans: A new small trash can for pet waste has been placed at the end of the sidewalk near the beach. Trash cans for beach trash are still be considered and would be done in cooperation with the Rancheria.

## City Water Department

1. Rates. Water rates were increased by the May, 2009 Consumer Price Index, and the rate increase become effective in October. In the meantime, a proposal to the City Council in 2009 to consider a revised rates structure has been discussed in

length by the Council, and a public hearing to take testimony and consider the rates structure change was held in November, 2009. Action was delayed pending additional information regarding debt that may need to be incurred for improvements to the treatment system.

2. ***Water Quality: Staff has worked many additional hours in December and January due to turbidity problems following significant rain storms, and we continue to meet treatment standards.***

## City Cemetery

No actions to report.

## **CONSENT AGENDA ITEM IX.2**

**Date: February 10, 2010**

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**Item:**

### **FINANCIAL STATUS REPORTS**

**Background:**

This "Monthly Financial Status Report" is provided to the Council at the first meeting of every month and is produced by Cunningham, Malone & Morton. It provides the Council and the public with a monthly financial status which is intended to be timely and user-friendly.

The status report is done for each department and includes: 1) expenditures from the previous month; 2) expenditures for the year-to-date; 3) the annual budget for a given budget category; and 4) the percent of the budget that has been expended to date.

This Financial Status Report provides the status on seven pages:

General Fund Revenue;

1. General Fund-Administration;

2. General Fund-Public Works;

3. General Fund-Police;

4. General Fund-Fire;

Enterprise Account-Water Department; and

Enterprise Account-Cemetery.

The four General Fund Accounts also include bottom-line statements for specific grant or special project budgets. For example, the Village Keepers Fund and the Clean Beaches Grant are included with the General Fund-Administration. Full details of those special project or grant budgets will be available for review but will not be published monthly with the meeting packet.

**Staff Recommendation:**

Discussion and public inputs, and Council action to receive and file the Financial Status Report

**Attachments:**

Financial Status Report through December, 2009.

**City of Trinidad**  
**Statements of Revenues - Budget and Actual**  
**General Fund - Revenues**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

	Current Month	Year To Date	Annual Budget	Percent of Budget
1.01 4100 Property Taxes	\$ -	\$ -	\$ 110,200	0%
1.01 4101 Property Tax - Secured	-	-	-	100%
1.01 4105 Property Tax - Current Suppl	-	-	-	100%
1.01 4106 Property Tax - Prior Suppl	-	-	-	100%
1.01 4107.1 Motor Vehicles	-	-	-	100%
1.01 4108 Property Tax - Homeowners	-	-	-	100%
1.01 4110 Property Tax - Interest +	-	-	-	100%
1.01 4113 Public Safety 1/2 Cent	-	-	-	100%
1.01 4114 Property Tax - Documentary Fee	-	-	-	100%
1.01 4119 Property Tax Administration Fee	-	-	-	100%
1.01 4121 In-Lieu Sales & Use Tax	-	-	-	100%
1.01 4122 In Lieu VLF	-	-	-	100%
1.01 4200 Sales & Use Tax	31,284	87,515	210,000	42%
1.01 4300 Transient Lodging Tax	-	49,860	48,000	104%
1.01 4605 Traffic Relief Fund	-	-	-	100%
1.01 4606.4 ASBS Grant	-	-	-	100%
1.01 4606.5 Clean Beaches Grant	-	-	-	100%
1.01 4611 Parks & Recreation	-	-	-	100%
1.01 4600 State Grants - Other	-	-	-	100%
1.01 4731 Motor Vehicle in Lieu Tax	-	-	-	100%
1.01 4732 Vehicle License Collection	-	336	-	100%
1.01 4737 Motor Vehicle License Fee Gap	-	-	-	100%
1.01 4761 Blue Bag Sales	-	-	-	100%
1.01 4765 Recycling Revenue	-	-	-	100%
1.01 4901 Peace Officer Standards & Train	-	1,208	1,500	81%
1.01 4902 Reports	-	25	200	13%
1.01 4903 Patch Fund	-	-	-	100%
1.01 4904 Towing Fees	125	1,120	2,000	56%
1.01 4905 Criminal	-	200	700	29%
1.01 4906 Booking Fees	-	-	-	100%
1.01 4908 Motor Vehicle Fine	20	30	3,500	1%
1.01 4909 Donations/Fundraising/Grants	-	-	1,000	0%
1.01 4910 Airport Security	-	-	-	100%
1.01 4900 Police Revenue - Other	-	280	-	100%
1.01 4990 Other Grants	-	-	-	100%
1.01 5310 Copy Machine Fee	-	31	100	31%
1.01 5320 Interest Income	1,634	24,331	35,000	70%
1.01 5390 Other Miscellaneous Income	100	123	1,600	8%
1.01 5300 Other Income - Other	-	-	-	100%
1.01 5400.2 Planner - Application Processing	-	4,873	10,000	49%
1.01 5400.4 Engineer-Application Processing	-	-	500	0%
1.01 5400.5 Bldg. Insp-Application Process.	111	4,035	4,000	101%
1.01 5400.6 Bldg. Insp-Enforcement	-	-	-	100%
1.01 5410 Animal License Fees	-	40	200	20%
1.01 5413 Farmers Market Business License	-	45	-	100%
1.01 5415 Business License	20	3,260	12,000	27%
1.01 5430 Encroachment Permit Fees	-	250	400	63%



1.01 5490	Other Permits	-	63	-	100%
1.01 5615	Franchise Fees	-	-	6,000	0%
1.01 5640	Rent - Verizon	3,123	9,370	18,000	52%
1.01 5645	Rent - Cox Cable	-	-		100%
1.01 5650	Rent - Harbor	-	-	5,000	0%
1.01 5655	Rent - PG&E	-	-		100%
1.01 5660	Rent - Other Tennis Court	-	50		100%
1.01 5665	Rent - Suddenlink	-	1,999		100%
1.01 5670	Rent - Town Hall	995	4,673	8,000	58%
1.01 5600	Rent & Franchise Income - Other	-	-	500	0%
1.01 5999	PROP 1B Transfer	-	-	65,800	0%
1.01 5395	Gain/Loss on Sale of Assets	-	16,502	18,000	92%
TOTAL REVENUES		\$ 37,412	\$ 210,219	\$ 562,200	37%

**City of Trinidad**  
**Statements of Revenues - Budget and Actual**  
**General Fund - Administrative Expenses**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

		Current Month	Year To Date	Annual Budget	% of Budget
<b>EXPENDITURES</b>					
2.01 6090	Honorariums	\$ 250	\$ 1,500	\$ 3,000	50%
2.01 6100	Employee Wages	6,032	27,354	48,660	56%
2.01 6500	Employee Benefits/Ins/Taxes	3,700	18,493	26,611	69%
2.01 6147	Fringe Benefits	1,154	5,000		
2.01 6510	Deferred Retirement	953	3,648		
2.01 6520	Medical Insurance and Expense	879	4,009		
2.01 6530	Worker's Comp Insurance	-	940		
2.01 6540	Unemployment Compensation	-	1,773		
2.01 6550	Employee Mileage Reimbursement	85	350		
2.01 6560	Payroll Tax	629	2,773		
2.01 6809	Crime Bond	-	204	-	100%
2.01 6810	Fidelity Bond	-	-	-	100%
2.01 6820	Insurance - Liability	-	1,455	3,790	38%
2.01 6830	Property & Casualty Insurance	-	696	1,005	69%
2.01 7101.1	Attorney - Meetings	-	12,182	28,000	44%
2.01 7101.2	Attorney - Admin Tasks	-	850	-	100%
2.01 7101.4	Attorney - Litigation	7,485	7,485	-	100%
2.01 7105	City Engineer - Meetings	-	-	-	100%
2.01 7106	City Engineer - Project Fees	-	-	-	100%
2.01 7107.2	City Engineer - Admin Tasks	726	3,437	6,000	57%
2.01 7107.3	City Engineer - Application Process	-	164	2,000	8%
2.01 7130.1	City Planner - Meetings	96	387	12,000	3%
2.01 7130.2	City Planner - Admin Tasks	1,052	9,056	12,000	75%
2.01 7130.3	City Planner - Application Process	744	1,476	6,000	25%
2.01 7130.6	City Planner - Special Projects	6,339	20,244	30,000	67%
2.01 7140.2	Bldg Inspector - Admin Tasks	-	364	-	100%
2.01 7140.3	Bldg Inspector - Permit Proc	-	-	3,000	0%
2.01 7140.4	Bldg Inspector - Enforcement	-	1,762	-	100%
2.01 7150.2	Accountant - Admin Tasks	177	5,180	6,000	86%
2.01 7150	Accountant - Other	-	-	-	100%
2.01 7160.3	Auditor - Admin Tasks	-	-	6,000	0%
2.01 7202	Chamber of Commerce	-	-	3,000	0%
2.01 7204	Bad Debts	-	-	-	100%
2.01 7170	Financial Advisor/Tech Support	-	1,665	1,000	167%
2.01 7505	Library Rent & Local Contrib.	-	-	7,000	0%
2.01 7506	Rent	-	-	3,600	0%
2.01 7507	Utilities	104	1,296	4,000	32%
2.01 7509	Dues & Membership	72	222	2,000	11%
2.01 7510	Municipal/Update Expense	-	37,578	64,100	59%
2.01 7512	Licenses & Fees	22	22	-	100%
2.01 7513	Office Supplies & Expense	153	2,911	4,500	65%
2.01 7515	Interest Expense	4	4,304		
2.01 7516	Bank Charges	-	-	-	100%
2.01 7519	Contracted Services	-	-	-	100%
2.01 7599	Miscellaneous Expense	550	2,125	1,000	213%
2.01 7602	Telephone	190	1,156	3,000	39%
2.01 7603	Cell Phone & Pager Expense	(117)	(117)	-	100%

		Current Month	Year To Date	Annual Budget	% of Budget
2.01 7604	Cable & Internet Service	161	805	-	100%
2.01 7606	Travel	59	59	1,500	4%
2.01 7806	Building Repairs & Maintenance	15	637		
2.01 7807	Security System	258	258	-	100%
2.01 7808	Other Repair & Maintenance	-	93	-	100%
2.01 7809	Materials, Supplies & Equipment	286	996	5,000	20%
2.01 7822	Disaster Planning & Preparedness	-	-	2,000	0%
2.01 8000	Depreciation	-	3,560		
2.01 8950	Penalties - Non-Deductible	-	-	-	100%
2.01 9200	Unrealized Loss/Gains	-	3,337	-	100%
2.01 9300	Unrealized Invest. Loss/Gains	7,736	7,736	-	100%

**TOTAL EXPENDITURES**

\$ 36,094 \$ 180,932 \$ 295,766

**City of Trinidad**  
**Statements of Revenues - Budget and Actual**  
**General Fund - Police**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

	Current Month	Year To Date	Annual Budget	% of Budget
<b>EXPENDITURES</b>				
3.01 6100 Employee Wages	\$ 8,062	\$ 33,899	50,898	67%
3.01 65 Employee Benefits/Ins/Taxes	1,720	8,209	29,539	28%
3.01 6609 Commercial Crime Bond	-	88	-	100%
3.01 6810 Fidelity Bond	-	-	-	100%
3.01 6820 Insurance - Liability	-	1,819	3,790	48%
3.01 6830 Property & Casualty Insurance	-	696	1,005	69%
3.01 7101.1 Attorney - Meetings	-	-	1,000	0%
3.01 7150.2 Accountant - Admin Tasks	152	3,173	5,000	63%
3.01 7150 Accountant - Other	-	-	-	100%
3.01 7160.3 Auditor - Admin Tasks	-	-	3,000	0%
3.01 7506 Rent	1,300	7,800	3,000	260%
3.01 7507 Utilities	344	747	625	120%
3.01 7509 Dues & Membership	-	505	750	67%
3.01 7513 Office Supplies & Expense	227	1,772	1,000	177%
3.01 7518 Backgrounds / Education	-	3,233	3,000	108%
3.01 7519 Contracted Services	-	83	-	100%
3.01 7520 Animal Control	113	671	1,500	45%
3.01 7525 Uniforms/Safety Equip.	491	2,840	6,000	47%
3.01 7526 Investigation	420	1,065	1,500	71%
3.01 7599 Miscellaneous Expense	140	140	-	100%
3.01 7602 Telephone	514	2,496	3,000	83%
3.01 7603 Cell Phone & Pager Expense	-	-	-	100%
3.01 7604 Cable & Internet Service	-	-	-	100%
3.01 7605 Radio & Dispatch	375	2,250	4,500	50%
3.01 7600 Telephone & Comm. - Other	-	-	-	100%
3.01 7804 Vehicle Fuel & Oil	173	3,247	7,500	43%
3.01 7805 Vehicle Repairs	-	493	3,000	16%
3.01 7806 Building Repairs & Maintenance	23	23	-	100%
3.01 7807 Security System	-	120	-	100%
3.01 7808 Other Repair & Maintenance	-	2,488	3,000	83%
3.01 7809 Materials, Supplies & Equipment	-	-	-	100%
3.01 7822 Disaster Planning & Preparedness	-	-	-	100%
3.01 8000 Depreciation	-	2,340	-	100%
3.01 8500 Capital Reserve	-	-	13,200	0%
3.01 8590 Capital Outlay	-	-	-	100%
<b>TOTAL EXPENSES</b>	<b>\$ 14,054</b>	<b>\$ 80,197</b>	<b>\$ 145,807</b>	<b>55%</b>
	Revenues	Expenses	Fund Balance	Budget
3.03 COPS Grant	18,551	59,888	<u>\$ (26,216)</u>	119,904
3.04 Indian Gaming Grant	12,228	10,647	<u>\$ 7,429</u>	17,086

**General Fund - Fire**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

		Current Month	Year To Date	Annual Budget	Percentage of Budget
<b>EXPENDITURES</b>					
4.01 6090	Honorariums	\$ 150	\$ 900	\$ 2,400	38%
4.01 6820	Insurance - Liability	-	728	1,000	73%
4.01 6830	Property & Casualty Insurance	-	-	-	100%
4.01 7507	Utilities	84	272	600	45%
4.01 7518	Backgrounds / Education	-	-	1,000	0%
4.01 7519	Contracted Services	-	-	5,700	0%
4.01 7599	Miscellaneous Expense	-	-	-	100%
4.01 7602	Telephone	3	48	100	48%
4.01 7603	Cell Phone & Pager Expense	-	-	-	100%
4.01 7604	Cable & Internet Service	-	-	-	100%
4.01 7605	Radio & Dispatch	-	152	1,000	15%
4.01 7804	Vehicle Fuel & Oil	-	321	750	43%
4.01 7805	Vehicle Repairs	-	1,558	3,000	52%
4.01 7806	Building Repairs & Maintenance	-	-	500	0%
4.01 7807	Security System	-	-	-	100%
4.01 7808	Other Repair & Maintenance	-	-	1,500	0%
4.01 7809	Materials, Supplies & Equipment	41	683	7,500	9%
4.01 7815	Non Capital Equipment	-	-	-	100%
4.01	Capital Equipment - Purchases	-	-	15,000	0%
4.01 8500	Capital Reserves	-	-	30,000	0%
4.01 8000	Depreciation	-	1,315		
<b>TOTAL EXPENDITURES</b>		<b>\$ 278</b>	<b>\$ 5,977</b>	<b>\$ 70,050</b>	<b>9%</b>
		<b>Revenues</b>	<b>Expenses</b>	<b>Fund Balance</b>	<b>Budget</b>
4.02	Indian Gaming Fire Dept	-	2,061	<u>\$ 23,140</u>	1,750



**City of Trinidad**  
**Statements of Revenues - Budget and Actual**  
**General Fund - Public Works**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

		Current Month	Year To Date	Annual Budget	% of Budget
<b>EXPENDITURES</b>					
5.01 6100	Employee Wages	2,371	11,671	23,256	50%
5.01 6500	Employee Benefits/Ins/Taxes	1,109	6,270	12,343	51%
5.01 6810	Fidelity Bond	-	-	-	100%
5.01 6820	Insurance - Liability	-	728	1,000	73%
5.01 6830	Property & Casualty Insurance	-	-	-	100%
5.01 7106	City Engineer - Project Fees	-	-	-	100%
5.01 7519	Contracted Services	-	9,775	9,800	100%
5.01 7525	Uniforms/Personal Equip	-	-	-	100%
5.01 7801	Street Maint/Repair/Sanitation	1,921	3,437	35,000	10%
5.01 7801.1	Sanitation	-	-	-	100%
5.01 7801.2	Street Safety Improvements	-	2,870	15,800	18%
5.01 7802	Street Lighting	334	1,855	4,000	46%
5.01 7802.1	Street Lighting - Improvements	-	-	15,000	0%
5.01 7803	Trail Maintenance	-	807	3,000	27%
5.01 7804	Vehicle Fuel & Oil	115	837	3,000	28%
5.01 7805	Vehicle Repairs	-	-	1,500	0%
5.01 7809	Materials, Supplies & Equipment	5	228	2,500	9%
5.01 8000	Depreciation	-	5,891	-	100%
<b>TOTAL EXPENSES</b>		<b>\$ 5,855</b>	<b>\$ 44,369</b>	<b>\$ 126,199</b>	<b>35%</b>

**City of Trinidad**  
**Statements of Revenues - Budget and Actual**  
**Enterprise Fund - Water**  
**December 31, 2009**  
**50%**  
**Percent of the Year**

FUND BALANCE - JULY 1, 2009                      \$ 1,013,763

		Current Month	Year To Date	Annual Budget	Percentage of Budget
<b>REVENUES</b>					
6.01 5710	Water Sales	16,735	\$ 109,319	\$ 210,000	52%
6.01 5750	Water A/R Penalties	663	(175)	4,000	-4%
6.01 5390	Miscellaneous	404	524	-	100%
6.01 5300	Other Income	-	-	-	100%
6.01 5320	Interest Received	-	-	30,000	0%
6.01 5380	Other Fees for Service	270	270	-	100%
6.01 4990	Other Grants	-	-	60,000	0%
	Transfers from Other Funds	-	-	-	100%
<b>TOTAL REVENUES</b>		<b>\$ 18,072</b>	<b>\$ 109,938</b>	<b>\$ 304,000</b>	
<b>EXPENDITURES</b>					
6.01 6100	Employee Wages	\$ 8,748	\$ 37,279	\$ 72,984	51%
6.01 6500	Employee Benefits/Ins/Taxes	3,465	18,828	37,299	50%
6.01 6810	Fidelity Bond	-	-	-	100%
6.01 6820	Insurance - Liability	-	2,183	3,790	58%
6.01 6830	Property & Casualty Insurance	-	928	1,005	92%
6.01 7106	City Engineer - Project Fees	-	-	1,000	0%
6.01 7107.2	City Engineer - Admin Tasks	-	-	-	100%
6.01 7107.3	City Engineer - Application Process	-	-	-	100%
6.01 7115	City Attorney - Meeting & Admin T	-	-	3,000	0%
6.01 7150.2	Accountant - Admin Tasks	177	3,153	6,000	53%
6.01 7150	Accountant - Other	-	548	-	100%
6.01 7160	Auditor	-	-	6,000	0%
6.01 72.04	Bad Debt	115	115	-	100%
6.01 7504	Property Tax	-	58	-	100%
6.01 7507	Utilities	762	7,152	14,000	51%
6.01 7509	Dues & Membership	60	296	1,750	17%
6.01 7511	Licenses & Fees	1,890	2,199	-	100%
6.01 7513	Office Supplies & Expense	280	1,170	2,000	59%
6.01 7515	Interest Expense	1,576	2,659	5,000	53%
6.01 7516	Bank Charges	5	5	-	100%
6.01 7599	Miscellaneous Expense	-	98	-	100%
6.01 7600	Telephone & Comm. - Other	-	341	1,500	23%
6.01 7602	Telephone	152	397	-	100%
6.01 7603	Cell Phone & Pager Expense	-	-	-	100%
6.01 7604	Cable & Internet Service	49	196	-	100%
6.01 7804	Vehicle Fuel & Oil	46	590	3,000	20%
6.01 7805	Vehicle Repairs	-	79	1,500	5%

		Current Month	Year To Date	Annual Budget	Percentage of Budget
6.01 7806	Building Repairs & Maintenance	7	65	2,500	3%
6.01 7807	Security System	-	153	1,000	15%
6.01 7809	Materials, Supplies & Equipment	347	2,145	5,000	43%
6.01 7822	Disaster Planning & Preparedness	-	-	-	100%
6.01 7900	Water Lab Fees	(390)	2,760	3,500	79%
6.01 7902	Water Plant Chemicals	684	8,183	14,000	58%
6.01 7903	Water Line Hook-Ups	-	-	-	100%
6.01 7905	Water Line Repair	398	3,238	10,000	32%
6.01 7906	Water Plant Repair	1,906	21,869	25,000	87%
6.01 8000	Depreciation	-	11,707	30,000	39%
6.01 8950	Penalties - Non-Deductible	-	43		

**TOTAL EXPENDITURES**

\$ 20,277 \$ 128,437 \$ 250,828 51%

**NET CHANGE**

\$ (2,205) \$ (18,499)

**Non Income/Expense Item Included in Cash Flow**

6.01 2710	Davis Grunsky Note	13,812	123,865	8,000	1548%
6.01 2720	Drinking Water Bond Note	-	-	18,000	0%
		13,812	123,865	26,000	

**NET CHANGE INCLUDING NOTES**

\$ (16,017) \$ (142,364)

**FUND BALANCE - DECEMBER 31, 2009**

\$ 871,399 \$ 276,828

FUND BALANCE - JULY 1, 2009	\$ 159,216
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FUND BALANCE - DECEMBER 31, 2009	\$ 160,000
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## **CONSENT AGENDA ITEM IX.3**

**Date: February 10, 2010**

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Item:

### **PROCLAMATION 2010-01 SUPPORTING "BOY SCOUTS OF AMERICA" DAY**

Background:

The City Council has been requested to declare February 8, 2010 as "Boy Scouts of America Day." This is in recognition of the 100<sup>th</sup> Anniversary of the founding of the Boy Scouts of America.

Ken Swanson, representing the organization in Humboldt County, plans to be present to accept the Proclamation on behalf of the Boy Scouts of America

Staff Recommendation:

Approve Proclamation 2010-01.

Attachments:

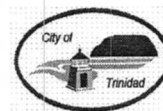
Proposed Proclamation 2010-01.



**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223



**Stan Binnie, Mayor**  
**Gabriel Adams, City Clerk**



## **CITY OF TRINIDAD PROCLAMATION 2010-01**

### **EXPRESSING SUPPORT FOR THE DESIGNATION OF FEBRUARY 08, 2010, AS BOY SCOUTS OF AMERICA DAY IN CELEBRATION OF ITS 100<sup>th</sup> ANNIVERSARY.**

**Whereas**, the Boy Scouts of America, a volunteer organization, was incorporated by Chicago publisher William D. Boyce on February 8, 1910, after learning of the Scouting movement during a visit to London;

**Whereas**, on June 21, 1910, a group of 34 national representatives met, developed organization plans, and opened a temporary national headquarters in New York;

**Whereas**, the purpose of the Boy Scouts of America is to teach America's youth patriotism, courage, self-reliance, and kindred values;

**Whereas**, the Boy Scouts of America has and continues to live out its commitment to helping millions of youth succeed by providing the support, friendship, and mentoring necessary to live a happy and fulfilling life;

**Whereas**, by 1912, Boy Scouts were enrolled in every state;

**Whereas**, in 1916, the United States Congress granted the Boy Scouts of America a federal charter;

**Whereas**, each council commits each Scout to perform at least 12 hours of community service yearly, totaling more than 30,000,000 community service hours each year;

**Whereas**, there have now been more than 111,000,000 members of Scouting, and the organization will present the 2 millionth Eagle Scout award in 2009;

**Whereas**, more than 1 million adult volunteer leaders selflessly serve young people in their communities through organizations chartered by the Boy Scouts of America;

**Whereas**, these men and women often neither receive nor seek the thanks of the public;

**Whereas**, February 8, 2010, would be an appropriate day to designate as "Boy Scouts of America Day" in celebration of the BSA's 100th Anniversary; and

**Whereas**, the Boy Scouts of America endeavors to develop United States citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others and understand the principles of the United States social, economic, and governmental systems; take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people, and are prepared to participate in and give leadership to the American society;

**Now, therefore, be it proclaimed**, that City of Trinidad supports the designation of "Boy Scouts of America Day" in celebration of its 100th Anniversary.

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**Stan Binnie**  
Mayor, City of Trinidad

## **CONSENT AGENDA ITEM IX.4**

**Date: February 10, 2010**

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**Item: PROCLAMATION 2010-02 SUPPORTING "ENGINEERS WEEK" DAY**

**Background:** The third week in February is the annual celebration of contributions made to society by the engineering profession in the United States. This is the 105<sup>th</sup> year of the Society of Professional Engineers in the State of California.

Josh Wolf, a member of the Society and a professional civil engineer with Winzler & Kelly, plans to be present to accept the Proclamation.

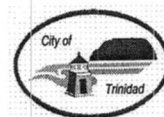
**Staff Recommendation:** Approve Proclamation 2010-02.

**Attachments:** Proposed Proclamation 2010-02.

**TRINIDAD CITY HALL**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Stan Binnie, Mayor**  
**Gabriel Adams, City Clerk**



**PROCLAMATION OF ENGINEER'S WEEK**  
**FEBRUARY 14<sup>th</sup> through 20<sup>th</sup>, 2010**

**WHEREAS**, America's Engineers transform ideas into reality, solving problems using science and technology to produce services and systems to better serve the needs of society; and,

**WHEREAS**, Civil Engineers serving the City of Trinidad, the State and the Country, work to design and construct the following types of projects:

- |                |                              |
|----------------|------------------------------|
| ▪ Airports     | ▪ Bridges                    |
| ▪ Roads        | ▪ Buildings                  |
| ▪ Railroads    | ▪ Water Systems              |
| ▪ Harbors      | ▪ Flood Control Facilities   |
| ▪ Parks        | ▪ Wastewater Treatment       |
| ▪ Subdivisions | ▪ Seismic Safety Projects    |
| ▪ Surveys      | ▪ Environmental Enhancements |

**WHEREAS**, Civil Engineers strive for quality, economy and the betterment of life of our community; and,

**WHEREAS**, throughout the Nation the week of February 14<sup>th</sup> through the 20<sup>th</sup> 2010 is being recognized as National Engineer's Week, coinciding with George Washington's birthday, our nation's first engineer; and,

**WHEREAS**, throughout the year, the San Francisco Section of the American Society of Civil Engineers (ASCE) is celebrating its 105<sup>th</sup> anniversary,

**NOW, THEREFORE, BE IT RESOLVED** that the City of Trinidad in recognition of the contribution of Engineers to society and in an effort to promote the interest of the youth in the community in math, science and engineering, does hereby declare the week of February 14<sup>th</sup>, 2010 as Engineer's Week in the City of Trinidad.

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**Stan Binnie**  
Mayor, City of Trinidad

**Date: February 10, 2010**

## APPROVAL OF AMENDMENT TO AGREEMENT CONTRACT WITH FREEMAN ARCHITECTS

The Council contracted with Freeman Architects on August 12, 2009, and approved a first amendment to that Agreement in December, 2009, for the preparation of final specs, the bid documents, and construction management for the ARRA/TEA project adjacent to the new Trinidad Museum. The contract amount was for \$14,500, or 7% of the total grant amount, and the contract amount was increased to \$21,800 last December.

Freeman has requested an addendum to the original contract to add \$5,200 to the Agreement, which would bring the total to \$27,000. This is still only 14.5% of the total grant, and the grant allows up to 20% (or \$37,200). Even with this increase, Trinidad is still well below the amount allowed for this professional work.

Approve the proposed "Amendment #2" to the Agreement for Professional Services" with Freeman Architects.

Proposed "Amendment #2" to the Agreement for Professional Services" with Freeman Architects, dated January 31, 2010.

**Freeman Architects AIA**

202 "M" Street, Suite B, Eureka, California 95501  
phone: (707) 441-8740; fax: (707) 443-0144  
email: [jack@freemanarchitects.com](mailto:jack@freemanarchitects.com)

Jan. 31, 200<sup>10</sup>~~9~~

**AMENDMENT NUMBER 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES**

**PROJECT:** TE LANDSCAPE PROJECT 2009 City of Trinidad and  
The new Cal Trans designation ESPL-5036(010)

**AGREEMENT BETWEEN OWNER AND ARCHITECT FOR ADDITIONAL SERVICES:**

**A. TE LANDSCAPE PROJECT.** (The following represents additions to the work as indicated after each item).

ITEM #1: Easement required by Cal Trans at the request of  
Steve Albright.

Add: 6 hours @ \$95/hour. (\$570)

ITEM #2: Add Alternates "Boiler Plate" as per Steve Albright and Cal  
Trans and ARRA funding requirements.

Add: 9.25 hours @ \$95/hour. (\$878.75)

ITEM #3: Fence revisions as per Charles Netzow

Add: 3 hours @ \$95/hour. (\$285)

ITEM #4: Drainage vault as per Steve Albright

Add: 2 hours @ \$95/hours. (\$190)

ITEM #5: Application to Cal trans revised as per Cal Trans.

Add: 18.5 hours @ \$95/hour. (\$1,757.50)

ITEM #6: ADA sidewalk corrections as per Steve Albright

Add: 13 hours @ \$95/hour. (\$1,235)

ITEM #7: Principal Hours

Add: 2 hours @ \$130/hour. (\$260)

**B. COMPENSATION TO ARCHITECT**

The City of Trinidad agrees to pay the ARCHITECT, for performance of the above services under the terms of this agreement, the sum of \$5,176.00 (five thousand and one hundred and seventy-six dollars).



APPROVED AND EXECUTED:

City of Trinidad, City Manager

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Steve Albright

Freeman Architects

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jack Freeman-Principle/Owner